



## Recruitment Management System (RMS) Upgrade Update

RMS HR Users,

This update includes information on the following topics:

- ☒ Application Required Selection When Creating A Posting
- ☒ Sourcing Questions Update
- ☒ Editing Postings
- ☒ Searching By Confirmation Number
- ☒ Copying & Pasting With Special Characters
- ☒ Viewing Yellow & Blue Card Responses

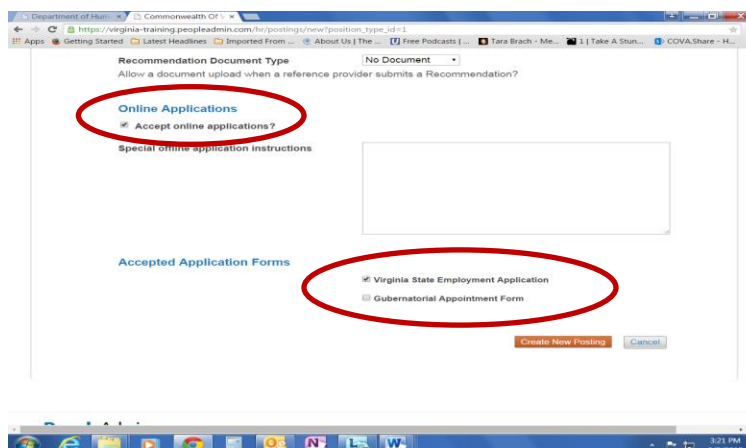
### ☒ **Application Required Selection When Creating A Posting**

#### Agencies Using the Upgraded RMS:

When creating a new job posting, Executive Branch Agencies using the upgraded RMS (PeopleAdmin 7), should make sure that the *Accept Online Applications* box is checked in the *Online Applications* portion of the posting. Agencies should also ensure that the *Virginia State Employment Application* box is also checked in this section.

#### Agencies Not Using the Upgraded RMS (and using their own systems):

Agencies that are not using the upgraded RMS (PeopleAdmin 7) and are using their own systems, should make sure that the *Accept Online Applications* box is not checked in the *Online Applications* portion of the posting. These agencies should ensure that the *Virginia State Employment Application* box is checked in this section. By doing this, these agencies will ensure that applicants are directed to the appropriate place to create applications for their job postings.



Department of Human Resources | Commonwealth of Virginia

https://virginia-training.peopleadmin.com/hc/postings/new?position\_type\_id=1

Recommendation Document Type: No Document

Allow a document upload when a reference provider submits a Recommendation?

**Online Applications**

☒ Accept online applications?

Special online application instructions

**Accepted Application Forms**

☒ Virginia State Employment Application

☐ Gubernatorial Appointment Form

Create New Posting Cancel

### ☒ **Sourcing Questions Update**

Effective June 15, 2015, the recruitment source global question will be updated for the state employment application. The question and available answers will be modified to better reflect contemporary recruitment sources. This means that beginning on June 15, 2015, applicants will be able to select from these new answers when completing applications for job postings created on or after this date. Please keep in mind that these selections are intended to be broad based to accommodate the many recruiting sources that are available and to limit the selections from which applicants must choose. When using a template to create new postings, please be aware that these sourcing questions will automatically update from the prior versions to the new version once the posting is created and posted to the RMS.

3. How did you find this employment opportunity?

- State Recruitment Management System (RMS)
- Agency Bulletin Board or Website
- Job Board (Monster, Dice, etc.)
- Social Media (Twitter, Facebook, LinkedIn, etc.)
- Newspaper or Professional Journal (Please specify below)
- Career Fair or Job Event (Please specify below)
- VEC (Virginia Employment Commission)
- Radio/TV (Please specify below)
- Other (Please specify below)

4. Please specify the actual source from your response to question #3 above (Name of newspaper, Journal title, Job Board, Career Fair, Agency Website, Social Media Type, etc.) If unknown or none, enter: N/A.

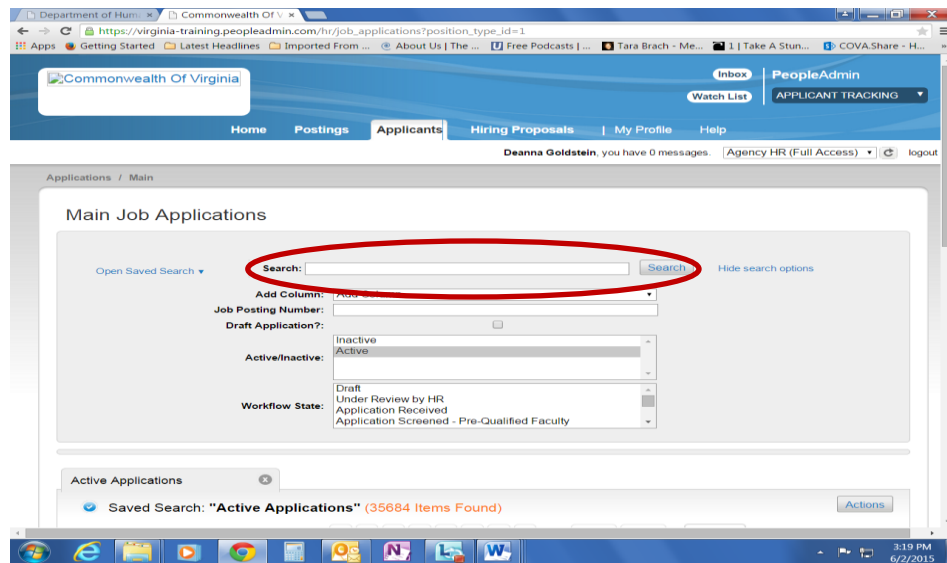
### ☒ **Editing Postings**

Please review the [Editing Postings Job Aid](#) to ensure that edited postings are correctly updated and re-posted. Also, please note the following information about the re-posting of edited job postings:

- Edited job postings are re-posted immediately in the upgraded RMS (PeopleAdmin 7).
- Edited job postings will be updated in the HUB (the Commonwealth's Job Board) the following day after the HUB is updated overnight. For a reminder about what the HUB is and how it works, click [here](#).
- This means that the posting for the same job may look different in the upgraded RMS (PeopleAdmin 7) and in the HUB for a period of time. To minimize this potential, you may want to make edits to job postings later in the day to decrease the amount of time that the postings "look different" in the upgraded RMS and in the HUB.

### ☒ **Searching By Confirmation Number**

To search for an application by the confirmation number, you can go to the Search Box on the Main Job Applications screen, enter the confirmation number, and select search to find the specific application.



### ☑ **Copying & Pasting With Special Characters**

Creating postings by copying and pasting information from a Word document may result in “garbled” language in your posting. Copying and pasting special characters from a source document such as a Word document may not be able to be translated in the system coding between the upgraded RMS (PeopleAdmin 7) and the HUB. To avoid this issue, we recommend that you first copy and paste the information from your Word document into Notepad and then copy and paste the information from Notepad into the RMS posting. Notepad can be found in your Microsoft Programs menu on your PC.

### ☑ **Viewing Yellow & Blue Card Responses**

To view applicant responses to the questions about whether they possess yellow or blue cards, please follow the steps below as part of your screening process:

1. Select the Job Posting tab
2. From the Job Posting tab, select the Applicant tab
3. Hover over the Action button that is over the Actions column (Do not use the a Action drop-down beside the applicant's name)
4. Select Download Screening Question Answers
5. The applicants and responses to the questions will be downloaded to an Excel spreadsheet.
6. You can save the Excel spreadsheet or just check for the responses without saving the spreadsheet

**REMINDER:** Please remember to be sure to post job postings in the live RMS site and be careful that you are not posting current, active job postings in the former RMS, Sandbox Site, or your Agency Training Site. Active postings should be posted here: <https://virginiajobs.peopleadmin.com/hr>.

Please continue to submit questions and suggestions to [rmsinquiry@dhrm.virginia.gov](mailto:rmsinquiry@dhrm.virginia.gov). We will respond to your email as soon as possible. Thank you for your patience.



RMS Upgrade Team